

Message

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**From:** Orme-Zavaleta, Jennifer [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=3C5A111DC377411595E5B24B5D96146B-ORME-ZAVALITA, JENNIFER]  
**Sent:** 12/17/2020 12:56:26 PM  
**To:** Robbins, Chris [Robbins.Chris@epa.gov]; Codrington, Tabitha [Codrington.Tabitha@epa.gov]  
**Subject:** RE: URGENT: FW: ORD Spreadsheets

Agree, thanks!

Jennifer Orme-Zavaleta, PhD  
Principal Deputy Assistant Administrator  
Office of Research and Development  
US Environmental Protection Agency

DC 202-564-6620  
Cell 919-699-1564

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**From:** Robbins, Chris <Robbins.Chris@epa.gov>  
**Sent:** Thursday, December 17, 2020 7:55 AM  
**To:** Codrington, Tabitha <Codrington.Tabitha@epa.gov>; Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov>  
**Subject:** RE: URGENT: FW: ORD Spreadsheets

I'm fine with that – I thought about that in the middle of the night but forgot to check this morning!

Christopher S. Robbins  
Deputy Assistant Administrator for Management  
Office of Research and Development  
(919) 541-0605  
Mobile: (919) 360-3811

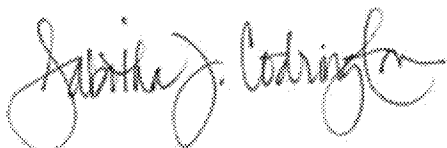
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**From:** Codrington, Tabitha <Codrington.Tabitha@epa.gov>  
**Sent:** Thursday, December 17, 2020 7:53 AM  
**To:** Robbins, Chris <Robbins.Chris@epa.gov>; Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov>  
**Subject:** RE: URGENT: FW: ORD Spreadsheets

# Ex. 5 Deliberative Process (DP)

We're almost there!

-Tabitha



United States Environmental Protection Agency

Executive Resources Program Manager  
Office of Resource Management (ORM), Immediate Office  
Office of Research and Development  
Mail Code: AA216-02  
Research Triangle Park, NC 27709  
**Phone #: 919-541-3160**  
**Mobile #: 919-236-9698**  
Feel free to send me a [Microsoft Teams](#) or [Skype](#) message for faster response.

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**From:** Codrington, Tabitha  
**Sent:** Wednesday, December 16, 2020 4:02 PM  
**To:** Robbins, Chris <[Robbins.Chris@epa.gov](mailto:Robbins.Chris@epa.gov)>; Orme-Zavaleta, Jennifer <[Orme-Zavaleta.Jennifer@epa.gov](mailto:Orme-Zavaleta.Jennifer@epa.gov)>  
**Subject:** RE: URGENT: FW: ORD Spreadsheets

My apologies for the delay...

## Ex. 5 Deliberative Process (DP)

I think we are all set. Please let me know if you approve. I will coordinate with OHR to get this finalized.

-Tabitha



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**Mobile #: 919-236-9698**  
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**From:** Robbins, Chris <[Robbins.Chris@epa.gov](mailto:Robbins.Chris@epa.gov)>  
**Sent:** Tuesday, December 15, 2020 3:53 PM  
**To:** Codrington, Tabitha <[Codrington.Tabitha@epa.gov](mailto:Codrington.Tabitha@epa.gov)>; Orme-Zavaleta, Jennifer <[Orme-Zavaleta.Jennifer@epa.gov](mailto:Orme-Zavaleta.Jennifer@epa.gov)>  
**Subject:** RE: URGENT: FW: ORD Spreadsheets

Hi Tabitha,

Jennifer and I would like to maintain the additional funds as directed by Doug G. So please use the first spreadsheet (on target) and then add a column to show the additional **Ex. 5 Deliberative Process (DP)**

then what the new totals look like – then off the table but next to it, put in the award totals for each person from the spreadsheet that total **Ex. 5 Deliberative Process (DP)** and the delta between **Ex. 5 Deliberative Process (DP)**

...thanks and let me know if you have any questions!

Chris

Christopher S. Robbins  
Deputy Assistant Administrator for Management  
Office of Research and Development  
(919) 541-0605  
Mobile: (919) 360-3811

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**From:** Codrington, Tabitha <Codrington.Tabitha@epa.gov>

**Sent:** Tuesday, December 8, 2020 12:08 PM

**To:** Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov>; Robbins, Chris <Robbins.Chris@epa.gov>

**Subject:** RE: URGENT: FW: ORD Spreadsheets

# Ex. 5 Deliberative Process (DP)



United States Environmental Protection Agency

Executive Resources Program Manager

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**From:** Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov>

**Sent:** Tuesday, December 08, 2020 11:41 AM

**To:** Robbins, Chris <Robbins.Chris@epa.gov>

**Cc:** Codrington, Tabitha <Codrington.Tabitha@epa.gov>

**Subject:** Re: URGENT: FW: ORD Spreadsheets

So who covers the extra cost, us?

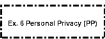
Jennifer Orme-Zavaleta, PhD  
Principal Deputy Assistant Administrator  
Office of Research and Development  
US EPA  
Office 202-564-6620  
Cell. 919-699-1564  
Sent from my iPhone

On Dec 8, 2020, at 11:40 AM, Robbins, Chris <[Robbins.Chris@epa.gov](mailto:Robbins.Chris@epa.gov)> wrote:

Ok. Thx!

Sent from my iPhone

On Dec 8, 2020, at 11:39 AM, Codrington, Tabitha <[Codrington.Tabitha@epa.gov](mailto:Codrington.Tabitha@epa.gov)> wrote:

See Lisa's note below. We will need to give  something on our spreadsheet.

The minimum Bonus I can give him     
<image002.png>

I'm playing around with the spreadsheet now.

-Tabitha

<image003.jpg>

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**Mobile #: 919-236-9698**

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**From:** Matluk, Lisa <[Matluk.Lisa@epa.gov](mailto:Matluk.Lisa@epa.gov)>  
**Sent:** Tuesday, December 08, 2020 10:56 AM  
**To:** Codrington, Tabitha <[Codrington.Tabitha@epa.gov](mailto:Codrington.Tabitha@epa.gov)>  
**Cc:** Ramsey, Ashley <[Ramsey.Ashley@epa.gov](mailto:Ramsey.Ashley@epa.gov)>; Pugh-Feaster, Aurelia <[Pugh-Feaster.Aurelia@epa.gov](mailto:Pugh-Feaster.Aurelia@epa.gov)>  
**Subject:** RE: ORD Spreadsheets

Hi Tabitha,

All non-career SES members are to be treated as if they are career SES members on the sheet, including shares, pay, and applicable bonus, as their salary contributed to the bonus pool. OHR Executive Resources will back out their pay increases and bonuses as necessary at the end of the process, according to what comes out in the final Executive Schedule.

Thanks,

**Lisa Matluk, OHR**  
(202) 564-2171; [Matluk.Lisa@epa.gov](mailto:Matluk.Lisa@epa.gov)

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**From:** Codrington, Tabitha <[Codrington.Tabitha@epa.gov](mailto:Codrington.Tabitha@epa.gov)>  
**Sent:** Tuesday, December 8, 2020 10:21 AM  
**To:** Matluk, Lisa <[Matluk.Lisa@epa.gov](mailto:Matluk.Lisa@epa.gov)>; Pugh-Feaster, Aurelia <[Pugh-Feaster.Aurelia@epa.gov](mailto:Pugh-Feaster.Aurelia@epa.gov)>  
**Cc:** Ramsey, Ashley <[Ramsey.Ashley@epa.gov](mailto:Ramsey.Ashley@epa.gov)>  
**Subject:** ORD Spreadsheets

Hi, Lisa,

I met with Jennifer Orme-Zavaleta (ORD DAA) this morning to finalize our spreadsheet in order to meet the noon submission deadline. One question that we were unable to answer was how do we factor in Ex. 6 Personal Privacy (PP) non career SES). There was some discussion that he would not be eligible for a bonus bc this is presidential election year. Based on that information, we did not recommend a bonus for him. Is that acceptable at this point?

Thanks,  
Tabitha

<image001.jpg>

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